

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number 26311		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Human Service Consultant			
3. Division Kansas Rehabilitation Services		12. Proposed Class Title			
4. Section	For  Use  By  Personnel  Office	13. Allocation		Position Number	
5. Unit Disability Determination Services		14. Effective Date			
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) <b>Full time</b> <b>Perm.</b> Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00am To: 5:00pm (can vary-7a-6p)	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

Incumbents, called Disability Examiners, make disability and blindness determinations for U.S. Social Security Administration on most Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) claims filed or reviewed in Kansas. Examiners also review cases of individuals who already receive benefits, in order to determine if they continue to qualify for benefits.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
<b>Barbara Bedwell</b>	<b>Human Services Supervisor</b>	<b>K0041720</b>

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
<b>Same as above</b>		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

There is wide latitude for the exercise of independent judgment within the framework of federal and state laws, rules, regulations and policies. Work is performed independently under general direction.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
25%	Reviews initial, reconsideration and continuing disability claims to develop a plan of action. Reviews previously adjudicated claims for errors, and makes corrections. Sends requests for specific medical and psychological evidence, vocational information and other information by formally writing and using phone to contact sources. Creates and tracks requests using computer programs. Practices knowledge in expediting the return of evidence and doing so in a cost-effective manner.
25%	Analyzes complex medical, psychological and vocational material by quickly reading and scanning medical evidence and other technical documents. Identifies when additional evidence is needed in order to make a determination, cease/continue benefits, overturn decisions, or process other high-level claims. Obtains any additional information required to resolve inconsistencies in present or past decisions. Identifies the need for, and requests special vocational, medical, and psychological studies. Specifically indicates what studies are needed to fulfill program requirements, requests and sometimes authorizes the expenditure of SSA funds to obtain exams and studies.
25%	Reviews all records past and present and makes an assessment of claimants' mental and/or physical functioning based on SSA guidelines. Creates written or verbal case summaries for agency physician or psychologist review. Clarifies and addresses inconsistencies in medical opinion, psychological opinion, vocational factors or other inconsistencies in file. Judges whether claimants' disability continues or has ceased. Decides whether other examiners' and medical/psychological staff's opinion was in error.
20%	Creates and analyzes a vocational profile based on claimants work history. Contacts claimant, past employers and uses federal resources to determine claimants' work history. Determines whether claimants' job skills are transferable to other occupations. Applies SSA program knowledge to overall case evidence and determines decision. Creates formal written disability determination and rationalizes the legal decision. Verbally explains the appeal process to claimants, representatives and other personnel.
5%	May serve as the agency lead worker for both short and long-term assignments. May serve on intra-agency task forces or other specialized work groups. Performs other related work as required.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (x ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to properly perform the duties of this position could result in the incorrect payment or denial of claims for disability benefits, delays in agency processing time, decreased agency accuracy rate. Significant expenditures of federal funds rest on each decision to allow or deny a claim. Significant expenditures of agency funds are made in the development of each disability claim. Thus, there is the potential to inappropriately spend large sums of tax dollars.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact is made with claimants, their legal representatives, SSA officials, other DDS personnel and physicians' offices or hospitals. The purpose of contacts is primarily to convey or obtain factual information of a complex nature. Most contacts are by telephone or in writing.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Employees may be required to deal with difficult situations. The volume and detailed nature of work may result in a high degree of tension. Work is performed in an office environment and requires little significant physical exertion or discomfort.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of telephone, computer, and photocopier. Weekly use of fax machine.

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**PART III - To be completed by the department head or personnel office**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Five years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post- secondary education may be substituted for experience as determined relevant by the agency.

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Education or Training - Special or professional

Examiners complete SSA's national training program (called Disability Examiner Basic Training) once hired and must pass written examinations in order remain a disability examiner.

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License, certificates and registrations

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Special knowledge, skills and abilities

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Experience - Length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date